

Project Development Hawaii Energy Smart Schools

Identified Project Scope

- Determined partnerships critical needs
 - Schools and small business are underserved
 - State: educate youth on energy efficiency
 - Utility: outreach to small businesses
- Decided to develop a project to address critical needs and fulfill mission of the Rebuild Hawaii Consortium
 - An educational project --schools are centers of the community
- Investigated what kind of education project would address needs
 - A project working with public high school students
- Energy related educational programs already existed with educational materials.
- Drafted a scope of work
 - Outlined a scope of work through brainstorming about what types of tasks would be needed to implement the project. Identifying tasks helped us to match resources to the project.

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Defined Project Resources

- Determined the project budget
 - Identified manpower and materials needed
- Partnerships helped identify funding sources
 - Identified State Energy Program (SEP)
- Match grant/solicitation requirements
 - Identified if our project would match SEP requirements
- Identified project partners
 - Identified Rebuild America and Rebuild Hawaii Consortium members to partner on project
 - Lined up project partners HECO, DOE, DBEDT, SEI, DOEEd, ECH
 - Identified what their roles would be
- Determined who will lead the implementation of the project
 - Identified Hawaiian Electric Company as the project's lead partnership
 - Selected a dedicated project manager at the utility to represent the project

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Obtain Resources

- Finalized the scope of work and proposal
 - Wrote the Hawaii Energy Smart Schools proposal for SEP and matched components to SEP requirements
 - Participating partners wrote letters of support

Manage Project

- Finalized project design
 - Secured subcontractors and defined project roles and responsibilities
- Managed resources
 - Project manager worked with all stakeholders, managed deliverables and timeline
- Implemented project
 - Supervises all activities for the project to ensure alignment with scope of work
 - Submits invoices for quarterly reimbursements

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Evaluate Project

- Evaluate
 - Surveyed teachers and small businesses to determine program effectiveness
- Wrote final report for Rebuild America